

Amblecote Primary School



Pre-school Payment Policy

Responsibility for monitoring this policy: Mrs Hayley Perigo

**Review Annually
(or in response to changes in legislation)**

Updated June 2020

Review date June 2021

Proposed by the Acting Headteacher

Mrs J. Cook

Approved by Governing Body

Mrs June Lewis (Chair of Governors)

Amblecote Pre-school understands that the cost of registered child care may seem expensive to a parent, however, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of the Pre-school, we ask that parents respect its Payment Policy.

Amblecote Pre-school value their relationship with parents/carers and will be sympathetic towards any difficulty in paying their child's fees, however, we are unable to function effectively without these payments.

Fees are due at the start of each week, month or the full half term this applies to all payment methods, including Childcare Vouchers.

Individual payment arrangements can be negotiated.

Fees can be paid by cash, cheque (made payable to Amblecote Primary school) or Childcare Vouchers. We ask that cash or cheques are placed in an envelope with the child's name, week commencing and how much has been paid written on the front of the envelope.

We operate term time only and take part in Amblecote Primary schools Inset days.

Non-attendance due to holiday, illness or other reasons will be charged for.

Illness- full fees are payable for the first week of absence, subsequent days will then be charged at half rate, up to a maximum of 2 weeks. (A week refers to Monday to Friday period)

Sessions cannot be swapped; any extra sessions will be charged for.

You enter into a contract with Amblecote Pre-school when a starting date is agreed. Your agreement to our terms and conditions is legally binding.

Please inform the T4T's Manager if you have difficulties in paying your fees. Failure to meet payments will result in the termination of the place.

Fee Paying Policy

Late payment/ Non-payment of fees procedure:

- After one week of non-payment or late payment, you will receive a verbal reminder of the contract.
- After two weeks of non-payment, we will suspend the childcare place, and children will not be allowed to come into the Pre-school setting until the fees are paid in full. Fees will still be applicable during the two weeks the Pre-school suspends the place.
- If the fees are not paid in full after four weeks, the Pre-school will terminate the contract and send a letter to confirm this.
- All costs incurred in the collection of unpaid fees including administration costs and costs from using solicitors or debt collection agencies where needed will be recoverable in full.

Late collection payment

- If a parent is late to collect their child a fee may occur.
- The parent must telephone the Pre-school to let staff know they are running late.

If parents are late the following fees will apply;

- Up to five minutes- fees will be waived
- After ten minutes half of the session cost will be charged per five minutes. This also applies to families receiving the funding for Pre-school.
- After trying to contact all persons with responsibility for the child, after 30 minutes we will seek advice from the head teacher of Amblecote Primary school. This may result in a telephone call to social services.